



# **National Finance Center Customer Notification**

**Date of Notification: June 29, 2011**

**Subject: NFC's Independence Day Holiday Schedule**

**Database/Customer(s) Affected: All Customers**

**Dear Customer:**

In observance of the Independence Day Holiday, the National Finance Center's (NFC) offices will be closed on Monday, July 4, 2011, including the following help desks: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, (3) NFC's WebTA Help Desk servicing designated USDA, OOC and HUD customers and (4) NFC's ABCO/ABCO Claims Help Desk.

All NFC applications will remain available during the holiday and payroll/personnel processing will continue on the normal schedule. Pay Period 13/2011 T&As may be transmitted as early as Friday, July 1, 2011, but should be submitted no later than COB Tuesday, July 5, 2011.

Please note the first schedule of PAYE for Pay Period 13, 2011, for all databases will run on Thursday, July 7, 2011. The second schedule of PAYE will be executed on Friday, July 8, 2011.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to [OSC.ETIX@usda.gov](mailto:OSC.ETIX@usda.gov).

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at [Customer.Support@nfc.usda.gov](mailto:Customer.Support@nfc.usda.gov).

JFF/M5-11-012/011

## **"Tip of the Week"**

Agencies are reminded to provide NFC with an updated Emergency T&A Transmission Authorization Letter. This ensures NFC follows your requested instructions in the event of an emergency which would prevent the transmission of T&A data to NFC.